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U.S.A. Board of Foreign
Manual of the Board of
Foreign Missions of the

JUL 5 1890

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OF THE

BOARD OF FOREIGN MISSIONS

OF THE

Presbyterian Church in the U. S. A.

FOR THE USE OF MISSIONARIES AND MISSIONARY CANDIDATES.

Revised and Adopted Dec 16th, 1889.

NEW YORK
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CHARTER.

CHARTER GRANTED BY THE STATE OF NEW YORK, APRIL 12TH, 1862.
(REVISED STATUTES, CHAP. 187)

AN ACT TO INCORPORATE THE BOARD OF FOREIGN MISSIONS OF THE PRESBYTERIAN CHURCH IN THE UNITED STATES OF AMERICA.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

SECTION 1.—Walter Lowrie, Gardner Spring, William W. Phillips, George Potts, William Bannard, John D. Wells, Nathan L. Rice, Robert L. Stuart, Lebbeus B. Ward, Robert Carter, John C. Lowrie, citizens of the State of New York, and such others as they may associate with themselves, are hereby constituted a body corporate and politic forever, by the name of the Board of Foreign Missions of the Presbyterian Church in the United States of America, for the purpose of establishing and conducting Christian Missions among the unevangelized or Pagan nations, and the general diffusion of Christianity; and by that name they and their successors and associates shall be capable of taking by purchase, grant, devise, or otherwise, holding, conveying, or otherwise disposing of any real or personal estate for the purposes of the said corporation, but which estate within this State shall not at any time exceed the annual income of twenty thousand dollars.

SECTION 2.—The said corporation shall possess the general powers, rights, and privileges, and be subject to liabilities and provisions contained in the eighteenth chapter of the first part of the Revised Statutes, so far as the same is applicable, and also subject to the provisions of chapter three hundred and sixty of the laws of eighteen hundred and sixty.

SECTION 3.—This Act shall take effect immediately.

INTRODUCTION.

The Board of Foreign Missions is appointed by the General Assembly, and is charged with the duty of organizing and superintending the work of disseminating the Gospel in heathen and unevangelized lands. It is not an ecclesiastical body. An important part of its work is the selecting and commissioning of suitable persons to labor as missionaries in the foreign field. For such persons, as well as for the Board itself and missionaries already under commission, the following pages are intended.

The spiritual aspects of the missionary work are entitled to the foremost place in the thoughts and affections of all who engage in it. Applicants for appointment as missionaries, should set before their minds the authority, glory and grace of Christ, and the honor of His name in the salvation of souls as their great aim. They should offer their services in the work of spreading the Gospel, under a sense of being divinely called to it, and they should seek their reward in our blessed Lord's approval. For His sake they should be willing to make sacrifices, to meet with hardships and to endure privations. For His sake they should consent to suffer the want of congenial society if necessary, and be willing to accept a life of steady, un-

noticed labor, expecting to continue therein until death, and looking for rest and reward in the world to come. In these and similar purposes, endeavors and hopes, they and all the friends of missions, stand together in mutual sympathy. And it must ever be deeply felt that harmonious and pleasant relations and co-operation, both among missionaries themselves and between them and the members of the Board and its executive officers, depend far less on formal rules than on their common experience of divine grace—the grace which inspires forbearance, meekness and Christian love. It is not in any undervaluing of these high views, therefore, that this Manual is restricted chiefly to the business relations of the Board and the missionaries.

MANUAL.

APPOINTMENT OF MISSIONARIES.

1. Persons desiring appointment as missionaries, are expected to answer a series of personal questions as to health, etc., prepared for candidates, and to have the medical blank provided filled up by a competent physician. Also, in a letter of application, to state briefly their religious experience, motives for desiring to engage in the work of foreign missions, choice of field, if any, with reasons for the same; whether they expect to go married or single, and to furnish any other information which the Board ought to have, bearing on their appointment.

Ordained Missionaries.

2. In addition to this, those seeking appointment as ordained missionaries, will be required to furnish testimonials from their college and seminary professors, or something equivalent, as to their literary and theological attainments; also a recommendation from their Presbytery as to their standing and qualifications for missionary work. Without such recommendation of Presbytery, no ordained missionary will be commissioned.

Medical Missionaries.

3. Those desiring appointment as medical missionaries, in addition to the general requirements specified, must furnish testimonials, especially from the pastor or session of

the church to which they belong, as to their Christian character, soundness in the faith, evangelistic spirit, and adaptation to missionary work; also recommendations from competent persons, such as their teachers, as to their literary qualifications; and from their medical professors and others as to their professional attainments. Men, other than ministers and medical missionaries, applying for positions, are required to furnish similar testimonials, except the certificate of professional qualifications.

Single Women.

4. Single women, including physicians, ought in all ordinary cases, to make their application for appointment through the Women's Society or Board within whose territory they reside. These organizations have a supplementary manual which harmonizes with the Manual of the Board and covers points on which information is required. It may be said in brief, that such applicants are expected to furnish the information required in paragraph 1, and recommendations as to their Christian character, soundness in the faith, evangelistic spirit, adaptation to missionary work, literary qualifications, and, in the case of physicians, professional attainments.

The Wives of Missionaries.

5. The wives of missionaries are regarded as associate missionaries, uniting with their husbands in desire and effort to give the Gospel to the unevangelized. It is expected that, as far as consistent with their strength and household duties, they will take part in missionary work, under the direction of the mission. Wives of persons

seeking appointment, or ladies expecting to become wives of missionaries, are required to furnish satisfactory testimonials as to their Christian character, (usually from the pastor or session of the church with which they are connected) and the educational advantages they have enjoyed; also to answer the series of personal questions referred to above, and to have the medical blank filled by a competent physician.

6. It is expected that in all cases testimonials will be full, discriminating and impartial, and that they will be sent directly to the Board by those writing them. They will be regarded as private and confidential.

Interview with Officers.

7. The Board insists that applicants for appointment shall personally meet one or more of the secretaries, whenever practicable, so that in addition to the statements and testimonials furnished there may be the advantage of a personal interview. In the case of single women where this may be difficult owing to distance, it is required that they shall at least meet some of the officers of the Women's Society or Board to which they naturally belong.

Term of Service.

8. The appointment of missionaries contemplates SERVICE FOR LIFE, if the Lord will. Experience, however, has shown that in all ordinary cases a furlough in the homeland after successive years of toil is a necessity. Such a change not only restores the exhausted energies of those who have labored in the trying climates of mission fields, but it stimulates the Church at home by bringing it

into touch with the laborers abroad. Single women after the FIRST SEVEN YEARS of continuous service in the mission field are entitled to a furlough of one year; subsequent terms of service being EIGHT YEARS. Married couples and single men are granted a furlough of one year after the FIRST EIGHT YEARS of continuous labor; subsequent terms of service being TEN YEARS. Leave of absence on any other basis than the above must be by vote of the Board on recommendation of the Mission, except where a critical condition of health does not admit of delay, in which case the approval of the Mission will be deemed sufficient.

9. Furloughs in all ordinary cases are for ONE YEAR only, in addition to the time required for a direct journey to and from the field. As these furloughs will only be extended by the Board for the most imperative reasons, great care ought to be taken in fixing the time of departure from the field, so that risks of climate may not interfere with the return at the time designated. The date of departure from the field is to be fixed by the Mission in view of the above rules.

10. As furloughs, while primarily contemplating the health of the missionary, have reference also to the advantage of the mission cause in the church at home, it is expected that they will be spent in the United States. Tarrying in foreign countries will not be allowed unless by special consent.

11. While in the United States, missionaries may avail themselves of all reasonable opportunities to rouse the zeal

and interest of individuals and organizations in the mission work, but their efforts should be to advance the general work of the Board, and not to seek to raise funds for special objects without the consent of the Board.

12. With the consent of the Board and for satisfactory reasons the furlough may be extended; but at the end of the time agreed upon, if the consent of the Board is not given, payment of salary and other expenses will be discontinued; and at the end of the second year the connection of the missionary with the Board will be terminated, unless in very special cases.

Designation of Field.

13. The designation of field is frequently made at a time subsequent to the date of appointment. In making this designation the preference of the candidate is always considered. Other things being equal, care is taken to assign persons to the field for which they seem to be best fitted, and where they will be likely to accomplish most in the service of Christ.

Outfit.

14. Wherever possible, without a severe tax on the families of outgoing missionaries, it is desirable that the outfit be provided without drawing on the Board's treasury. Where this cannot be done, the following grants are made, in whole or in part, as may be deemed necessary by the missionaries under appointment:

To an unmarried missionary..... $300.
To a man and his wife..... 600.

15. Should a missionary retire from the field after a ser-

vice of three years or less for any other cause than that of failure of health, it is expected that an equitable return of the outfit allowance will be made to the Board, due regard being had to expenses incurred and services rendered.

16. The outfit allowance is in no case to be used for the PAYMENT OF DEBTS, or for any purpose except proper outfit expenses and is payable not earlier than within two months of the time of departure for the field. Unless drawn before the end of the fiscal year, it cannot be drawn unless placed in the estimates of the mission for the next year.

17. Outfit lists have been prepared by the several missions, copies of which will be sent to persons appointed, according to the designation of field.

As a rule NO SECOND OUTFIT is allowed.

The Journey.

18. The Board pays the expense of the journey from the home of the missionary to his station by a direct route. If that is deviated from and involves increased outlay, it must be met by the missionary. The Board also pays the expense of freight and customs duties to missions outside of the United States to the extent of four measured tons and eight tons to single and married missionaries respectively, (a ton contains 40 cubic feet). One hundred pounds of baggage in excess of the amount carried free by the railroads is allowed each missionary from his home to the place of embarkation. The usual allowance on steamers is 250 or 300 pounds. On these points specific instructions will be furnished after designation of field. Corre-

spondence on this subject should be had with the Treasurer of the Board.

Passports.

19. Passports are absolutely necessary only for missionaries going to Persia or Syria. As exigencies may arise in any foreign country, however, when a passport would be of service, all missionaries are advised to procure them. A blank for this purpose will be forwarded to persons under appointment when their field is designated.

Salary.

20. The salaries of missionaries vary in different countries according to the expense of living. They are determined by the Board on the basis of correspondence with the missions. The general idea on which they are fixed is that of giving a comfortable support to the missionaries while they continue in the service of the Board in the mission field. Usually a house is provided, or house rent paid; a salary to a married man, with an allowance for each child under eighteen years of age; two-thirds of the salary of a married man to one unmarried; and to single women such salary as may be sanctioned by the Board.

21. The salary in every case begins on the arrival of missionaries at their station, and ends when they leave it on their return to this country, or on their connection with the Board being terminated. Salaries shall be paid to the missionaries at the end of each month, so far as practicable, and all such accounts must be closed at the end of the fiscal year, April 30th. For the provision made for

missionaries on visits to this country, see section on Home Allowance. (Paragraph 65.)

22. To a missionary remaining at his post while his wife returns to this country, the salary of an unmarried missionary is allowed.

23. If a missionary be left a widower with children and keeps house, he may draw the salary of a married missionary, and a widow similarly situated shall be entitled to $100 per annum in addition to the usual salary paid to single women.

REMUNERATION FOR OUTSIDE WORK.

24. The object of missionary life must ever be held sacred—the preaching of Christ and Him crucified; but if, without turning aside from this object, missionaries should be temporarily led by providential circumstances, with the consent of the mission and the approval of the Board, to engage in work on the field that yields them pecuniary remuneration, the moneys so received should be turned over to the treasurer of the mission and reported to the treasurer of the Board. In such cases missionaries will continue to draw their usual salaries from the Board.

Pensions.

25. No pensions are allowed under any circumstances; but if missionaries when aged and infirm, remain in the field with the Board's consent, the Board is justified in continuing their salary because of such service as they may be able to render, and the good influence of their Christian example, counsels and prayers. All other

cases naturally fall within the scope of the Board of Ministeral Relief. (See paragraph 66.)

Medical Expenses.

26. At stations where medical missionaries are laboring under commission from the Board, they are to be regarded as the physicians of missionary families, and to render service to them without charge. At all other stations an allowance for medical attendance will be made, the amount to be included in the estimates and determined by the Board.

KNOWLEDGE OF THE VERNACULAR.

27. The Board regards the ability to write, but especially to speak the native language, as an indispensable qualification for missionary service. To aid in securing this the several missions are required, through a competent committee, to examine new missionaries at the close of the first and second years of service and at such other times as the mission may deem wise, as to their knowledge of the native tongue, and report the result to the Board. The mission has no authority to excuse from these examinations without the consent of the Board. As a rule the Board will not continue in commission those who after fair trial are unable to master the language of the people among whom they labor.

THE PRESBYTERY.

28. Ministers should connect themselves with Presbyteries on the field, as soon as possible after their arrival.

taking their letters of dismissal from the Presbyteries at home with them for this purpose.

29. Many things in the practical work conducted by missionaries may be best done by common or united counsels and labors. The Presbytery forms an admirable body for the supervision of such common work, as ministers and elders, both foreign and native, being members, have equal rights and privileges. It is the desire of the Board to magnify the Presbytery, and to have such parts of the work committed to its direction and control as the Board may deem wise from time to time.

THE MISSION.

30. A Mission consists of all foreign missionaries under appointment by the Board within specified territorial limits, who are all, including single women, entitled to vote. Wives of missionaries are regarded as advisory members of the mission, entitled to express their opinion on business before the body, but not to vote except where they devote themselves exclusively to the work, as in the case of single women. No missionary shall have a vote till after one year of service in connection with the mission.

Mission Meetings.

31. The mission shall meet at least once a year, (wherever possible between Dec. 1st and Feb. 1st,) and be governed by the usual rules of our church judicatories so far as applicable; and it shall keep regular minutes of its proceedings, copies of which are to be sent to the Board soon after each meeting. A majority of the members present

shall decide each question, but questions as to the expenditure of funds intrusted by the Board to them, shall require a two-thirds vote. It is eminently proper, from their relations to the Board, that the views of all its missionaries regarding their location and work shall be heard and fairly and fully considered. If any missionary shall be dissatisfied with the action of the Mission, an appeal to the Board for final decision can be made. Because of the expense, only those members of missionary families entitled to deliberate or vote should attend the Annual Meeting, unless under peculiar circumstances.

32. All official letters of the Board sent to its Missions shall be seen by each missionary.

Individual Work.

33. The work of individual missionaries is, in general, to be under the direction of the Mission, so that all forms of labor may have the benefit of united counsel and promote the interests of the work as a whole. Tours of exploration, or any unusual work, should be undertaken only with the advice of the Mission.

New Stations.

34. New stations can be established only by action of the Board on recommendation of the Mission. The force assigned to such stations should, if possible, include one missionary of experience.

Literary Work.

35. Literary work, such as translating, and the preparation of religious books, is important, but should be

undertaken only with the consent or by the appointment of the Mission, and by persons adjudged to be most thoroughly acquainted with the language.

Reports.

36. Each station shall prepare at the close of the mission year a report of the various departments of its work, and submit it to the Mission at the Annual Meeting. These reports shall be reviewed by the Mission and forwarded to the Board with the Mission's judgment thereon.

37. Each station shall write a bi-monthly letter to the Secretary in charge of the correspondence with the Mission concerning the work in its various departments, the members of the station discharging this duty in turn.

38. Each missionary is also expected to prepare a brief personal report of his labors during the year and send the same to the Board.

39. In addition to these reports and letters, each missionary is expected to write as frequently as may be expedient to the executive officers of the Board, Christian friends and the religious press.

Estimates.

40. At the Annual Meeting, the Mission shall prepare a careful estimate of the probable necessary expenses of its work for the year beginning on the first day of May following the date of meeting. Where there is more than one station in the mission, each station shall prepare its estimates, to be submitted for examination and approval at the Annual Meeting. These estimates are to be made

in two classes, the first to embrace such current items as are absolutely necessary to the continuance of the work, such as salaries and rents, allowed during the year preceding ; the second class to include all proposed expenditures not embraced in the first class. The estimates thus prepared and forwarded to the Board, will be acted upon as promptly as possible, after the rising of the General Assembly. Pending such action, the mission is authorized to proceed with all expenditures included under the first class, and the treasurer will remit accordingly, but may not enter upon the expenditures included in the second class without authority from the Board.

41. It is the desire of the Board that these estimates should be so complete as to preclude applications to churches, Sabbath-schools, societies or individuals for special gifts. If cases arise calling for new outlay they should be presented to the Board with the approval of the Mission.

42. Missionaries are expected to refer to the officers in New York all requests from societies, schools or bands for special objects, as such questions are given systematic attention.

43. As the Board must render annual reports to the Church of its expenditures on the foreign field, the various missions must consider each year's appropriations as available only during the year for which they are made.

Mission Treasurers.

44. The Mission shall elect a treasurer at its annual meeting or when a vacancy occurs, said treasurer to assume his

duties at the time designated by the Mission, the election to be reported to the Board and to be subject to its approval. It devolves on the Mission Treasurer to preserve carefully all deeds of mission property and other legal papers not transmitted to the Board; to keep in official books, procured at the Board's expense and to be the property of the Board, clear and correct accounts of all receipts and payments, and to have vouchers for the latter. His books must be open to the inspection of any member of the Mission at any reasonable time.

45. The MISSION TREASURER is the agent of the Board for the distribution of the amount appropriated for his Mission, and is responsible to the Treasurer of the Board for all funds forwarded by him; these funds to be kept in a bank or other safe depository approved by the Mission. No funds of the Board shall be lent under any circumstances.

46. He is also the agent of the Board to enforce any rules governing the use of revenue derived from such sources as tuition fees, medical fees, press earnings and premium on exchange, (see paragraph 24). Such funds must be paid to him, and be by him reported to the Treasurer of the Board.

47. The Treasurer of the Board is directed to remit to each Mission Treasurer the amount appropriated for his Mission during the fiscal year of the Board, and only that amount; this to be forwarded regularly, and preferably in monthly installments; bills of exchange to be negotiated by the Mission Treasurers as necessities require.

48. The receipt of such remittances must be officially acknowledged by the Mission Treasurer, and for all such funds he must return an annual report to the Board through its Treasurer, duly audited by a committee of not less than two, appointed for such purpose by the Mission at its annual meeting. They shall meet to audit the accounts of the Mission Treasurer as soon as possible after May 1st in each year.

49. In auditing the accounts the Committee of the Mission must not only examine the footings and vouchers for each payment, but also report that the disbursements under appropriations were made in accordance with the vote of the Board.

50. The Treasurer may require from time to time concise statements of the condition of the mission treasuries with summary of receipts and disbursements in American gold, but the full detailed statement of the mision must be rendered once each year.

51. The general control of these funds is intrusted to the Mission, subject to the direction of the Board, but the funds must be used substantially in accordance with the appropriations as made, and can in no case exceed the amount without special authority being obtained.

Station Treasurers.

52. Station Treasurers are appointed by the Mission at its Annual Meeting. They are the financial agents of the Mission for their several stations with powers and responsibilities in their respective spheres, similar to those of Mission Treasurers. They must submit reports to the

Mission Treasurer, as he does to the Board Treasurer, such reports to be open to the inspection of members of the station.

53. The Mission Treasurer shall devise reasonable rules to secure from Station Treasurers proper accounts, such rules to be approved by his mission, and a copy sent to the Treasurer of the Board.

Purchases and Money Orders.

54. The Treasurer of the Board is authorized to make purchases for the Missionaries of the Board, but all charges including freight, shall be deducted from the salary of the missionary. The treasurer shall require such form of order for goods as will bind the missionary, and may require the countersignature of a Mission or Station Treasurer.

55. The Board's Treasurer may receive and transfer to the field funds handed him for the private use of missionaries, and in turn pay upon proper authority funds transferred to him by the missionaries.

56. Such transfers will be made under rules which he may make, but shall only be made for actual value received, and shall not be made by negotiable drafts (payable through banks).

Emergency Drafts,

57. If necessity compels, the Mission Treasurer may draw on the Board Treasurer at ten days sight for an amount not to exceed the proportionate allowance of appropriations for one month, but in such event a statement

must be at once forwarded to the Treasurer of the Board setting forth the emergency.

Treasurer's Annual Report.

58. As the Board for the purposes of its annual report to the General Assembly closes its books on April 30th, in each year, the Treasurer shall require from the Mission Treasurers such reports as will enable him to prepare his report.

59. At the end of the year (April 30th), ALL UNEXPENDED BALANCES AND UNUSED APPROPRIATIONS revert to the Treasury of the Board. (See paragraph 43.)

60. The Treasurer is, however, authorized to allow proper payments from the balance, if any, for work actually done during the year, under the appropriations of that year, though the accounts are rendered after the year ends, and the Mission may apply to have any unused appropriations continued, in addition to the appropriations for the next year. But all unused funds and unfinished work must be reported at the end of each year.

PROPERTY OF THE BOARD.

61. NO PROPERTY IS TO BE PURCHASED, NOR ANY BUILDING ERECTED OR RENTED FOR THE BOARD, WITHOUT ITS SANCTION. NONE OF ITS PROPERTY IS TO BE MORTGAGED OR ASSIGNED FOR ANY DEBT. All property given or purchased for its use, shall be at once transferred to it, or be held in trust for it. Where it can be done, title deeds of the property are to be duly recorded in the way required by the Government within whose territory the mission is located;

copies thereof, with diagrams, to be sent to the Treasurer at New York. All repairs on buildings shall be included in the general estimates, but no enlargement or alteration involving expense shall be made without the concurrence of the Mission and the sanction of the Board.

RETURN ON FURLOUGH.

62. When leave of absence has been granted the Board defrays the expense of the journey by the usual direct route from his station to the abode of the missionary in this country. One measured ton of freight is allowed each adult and one half ton for each child, and one hundred pounds of excess baggage on railroad lines. All additional freight must be provided for by the missionaries themselves.

63. Arrangements for the home journey should be made on the most economical basis consistent with comfort and safety, and wherever possible by the Mission Treasurer through accredited agents of the Board.

64. Missionaries in returning home shall bring a statement of account from the Mission Treasurer or Station Treasurer; such statement to cover the salary and other accounts, and funds furnished for traveling expenses. They shall immediately on arrival at New York report at the Mission House; but if they arrive at any other port shall at once send to the Treasurer a full statement of traveling expenses, also home address.

Home Allowance.

65. The Board grants a home allowance of $800 per

annum to a husband and wife, $450 to an unmarried man, $400 to a wife, her husband remaining in the field, and $450 to a single woman. These sums may be supplemented by special grants in case of urgent need. No extras are paid. The allowance begins on arrival in the United States.

66. In the event of WITHDRAWAL FROM MISSIONARY SERVICE for reasons considered sufficient by the Board, in addition to defraying the expenses of the journey to this country, the Board may make a grant of funds to meet present exigencies in cases of special need. If further assistance is required after his return and his ceasing to be connected with the Board, the case of the ordained missionary and his family falls within the province of the Ministerial Relief Fund of the General Assembly, in common with the cases of his brethren in the ministry in this country in like circumstances.

67. The General Assembly in 1885 extended the privilege of the Relief Fund to "women who have given themselves to the missionary work," on the same condition as to ministers, and in 1889 extended the same privilege to "Lay missionaries commissioned by the Foreign Board."

68. The Board defrays the traveling expenses of missionaries visiting ecclesiastical bodies or Churches in this country at its request, when the expenses are not otherwise paid.

RETURN TO THE MISSION FIELD.

69. In returning to the field after furlough, the same rule applies as in coming to this country. The Board pays

the traveling expenses from the home to the field of labor by the usual direct route, the allowance for freight being one measured ton for each adult and one-half ton for each child, and one hundred pounds of excess baggage on railroad lines.

RIGHT TO RECALL.

70. The Board reserves to itself the right of recalling missionaries or of revoking their appointment for sufficient reasons, which are to be of record, and to be submitted to the General Assembly, with the minutes of the Board. After the connection of missionaries with the Board has been terminated, no payments of money on their account will be made, unless by special agreement.

CHILDREN OF MISSIONARIES.

71. An allowance of $100 per annum is made for each child under eighteen years of age. This grant ceases if the missionary ceases to be connected with the Board, but is continued within the same age limit to the children of a missionary who may have died in the service.

72. The Board defrays the expense of the journey of the children of missionaries to this country; but it does not engage to meet the expense of their return after the age of fourteen to the country from which they came, unless they go out as missionaries under appointment by the Board.

73. The Board respectfully counsels missionaries that, when practicable and expedient, their children in this

country should be placed in the immediate charge of relatives or friends. In all cases parents will retain the control of arrangements for their children sent to this country, and conduct the necessary correspondence. But the Board and its executive officers will cheerfully do all in their power to aid in effecting good arrangements in any case.

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